

Michigan Drug Court Grant Program Fiscal Year 2008

Application

Grant applications are due at the
State Court Administrative Office in Lansing by
5:00 p.m. on Friday, May 18, 2007

APPLICATIONS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED

- The fiscal year 2008 grant period will commence October 1, 2007, and will continue through September 30, 2008.
- The **Michigan Drug Court Grant Program (MDCGP)** has continuously encouraged all drug courts receiving funding assistance to also seek additional sources of funding to support their drug court program from federal, state, and local resources.

Address for First Class Mail:

State Court Administrative Office
925 West Ottawa
P.O. Box 30048
Lansing, MI 48909

Address for Courier Delivery:
(Federal Express/UPS/etc.)

State Court Administrative Office
925 West Ottawa
Lansing, MI 48913

Questions:

Carol Knudsen
State Court Administrative Office
517-373-7351

Grant Award Notification:

We anticipate that notification of grant awards will be made in September 2007.

Faxed or e-mailed applications will not be accepted.

MICHIGAN DRUG COURT GRANT PROGRAM FY 2008

Program Description

INTRODUCTION

The purpose of the Michigan Drug Court Grant Program (MDCGP) is to provide funding assistance for planning and implementation of new drug courts and the continuation of existing drug court programs. The Michigan Drug Court Grant Program (MDCGP) currently allows eligible drug courts to receive grant funding for a maximum of five years beginning in FY 2003. Thus, courts that have received funding since FY 2003 will be eligible for funding through FY 2007. Courts receiving first year awards after FY 2003 will be eligible for five years of funding beginning with the first award year. **(Please review MDCGP Application Announcement for additional information.)**

The Michigan Drug Court Grant Program includes funding for proposed or existing juvenile, family dependency, and adult drug courts, including drug court programs that give special attention to alcohol problems or Driving While Intoxicated (DWI) cases. In the case of adult drug courts, applicants are encouraged to target non-violent probation violators and other non-violent felony offenders, particularly straddle cell offenders with a prior record variable of 35 points or more who, based upon local sentencing practices, are otherwise bound for prison.

ELIGIBILITY

Compliance with 2004 PA 224

Applicants should refer to 2004 PA 224 when completing the application to ensure the drug court program is designed and/or implemented in compliance with statutory requirements. 2004 PA 224 can be found at:

[http://www.legislature.mi.gov/\(c0qc2cm0hiykqt3hcpjwbpev\)/mileg.aspx?page=BillStatus&objectname=2004-SB-0998](http://www.legislature.mi.gov/(c0qc2cm0hiykqt3hcpjwbpev)/mileg.aspx?page=BillStatus&objectname=2004-SB-0998)

Applicants should also familiarize themselves with the provisions of 2004 PA 219-221 and 225-226.

It is recommended that applicants refer to the federal guidelines for more detailed information on the key components of drug courts which can be found at

<http://www.ojp.usdoj.gov/BJA/grant/DrugCourts/DefiningDC.pdf>

Courts that are planning or implementing a DWI, Juvenile, or Family Dependency drug court should also refer to the principles and strategies outlined in the following Bureau of Justice Assistance publications: *The Ten Guiding Principles of DWI Courts*; *Juvenile Drug Court: Strategies in Practice* (16 Strategies of Juvenile Drug Courts); or *Family Dependency Treatment Courts: Addressing Child Abuse and Neglect Cases Using the Drug Court Model*.

For these publications, refer to the following links:

DWI Courts: http://www.ndci.org/pdf/Guiding_Principles_of_DWI_Court.pdf

Juvenile Drug Courts: <http://www.ncjrs.gov/pdffiles1/bja/197866.pdf>

Family Dependency Drug Courts: <http://www.ncjrs.gov/pdffiles1/bja/206809.pdf>

Training Requirements

Pursuant to 2004 PA 224, § 1062 (3), “A court that is adopting a drug treatment court shall participate in training as required by the State Court Administrative Office and the Bureau of Justice Assistance of the United States Department of Justice.” To be eligible for MDCGP FY 2008 continuation/implementation funding, jurisdictions must have completed, be currently registered, or applied for the Federal Drug Court Planning Initiative (DCPI) training series. Courts that are awarded FY 2008 planning grants must apply for DCPI training during the FY 2008 grant period. Courts that apply for DCPI training, but are not selected, must agree to participate in DCPI training if the training is provided by the State Court Administrative Office during the funding year. Courts must submit a copy of the non-acceptance notification from the Department of Justice. The following link provides DCPI training information: <http://www.dcpincjrs.org/>

Memorandum of Understanding

In order to be considered for grant funding for FY 2008, pursuant to 2004 PA 224, § 1062, all courts must have a memorandum of understanding (MOU). The MOU should include the local prosecuting attorney, a representative of the criminal defense bar, a representative or representatives of community treatment providers, and any additional parties considered necessary, and shall describe the role of each party. Courts applying for implementation/continuation grant funds must attach an original MOU with required signatures. Please refer to the following website (section D-1, page 56) for an example of a MOU: <http://www.ndci.org/publications/ModelStateDCLegislation.pdf>.

PURPOSE AREAS

The two purpose areas for grant funding include:

1. **Planning Grants**

Planning grants are for jurisdictions that are interested in establishing a new drug court and are in the early stages of planning that effort.

2. **Implementation/Continuation Grants**

Implementation/continuation grants are for jurisdictions that have completed a substantial amount of planning and are ready to implement a drug court or for courts that are already implemented and are seeking funds for continuation.

For specific instructions in completing the program narrative section of the application, please refer to either the Planning or the Implementation/Continuation Program Description and Requirements purpose area document.

REPORTING REQUIREMENTS

Financial reports and quarterly data reports must be submitted on January 31, April 30, July 31, and October 10 of the contract year. Progress reports must also be submitted twice during the contract year with an interim report due on April 30 and a final progress report due on October 20. **Thirty (30) days past the due date, a delinquency notice will be sent out via e-mail notifying courts that they have fifteen (15) days to comply with the reporting requirement. Forty-five (45) days past the due date, a forfeiture notice will be sent out to courts via mail notifying them that their funding award has been rescinded due to contract noncompliance, unless new deadlines are negotiated with SCAO.**

DRUG COURT CASE MANAGEMENT INFORMATION SYSTEM (DCCMIS)

Drug courts receiving awards from the MDCGP are required to use the DCCMIS to manage drug court cases and report all data to SCAO pursuant to 2004 PA 224, § 1078. Additional information regarding the DCCMIS is available at: <http://courts.michigan.gov/scao/services/DCCMIS/DCCMIS.htm>

DRUG TREATMENT COURT TRAINING REGISTRATION COSTS MICHIGAN ASSOCIATION OF DRUG COURT PROFESSIONALS

The Michigan Association of Drug Court Professionals (MADCP) will be holding its 9th annual conference in Lansing at the Lansing Center during February 2008. Jurisdictions applying for grant funding from MDCGP may include in their application registration costs for up to three drug court team members to attend the conference. Travel, hotel, and meal reimbursement for the conference will not be covered by grant funds. Conference brochures will be available in November 2007. Additional information on national training programs is available through the National Association of Drug Court Professionals and the National Drug Court Institute at www.nadcp.org.

GRANT REVIEW

Review of grant applications will take into consideration geographic location, population served, and drug and drug-related caseload statistics. Please include any other information that should be considered in documenting the need for your drug court program.

GRANT AWARDS

Courts will be notified of award decisions in September 2007. Courts receiving awards must complete and return revised budgets for final approval based on the actual award amount within one month of receiving the award notification. Contracts with all required original signatures must be received in the SCAO office by December 30, 2007. Awards may be rescinded for failure to meet the above contracting deadlines unless new deadlines are negotiated with SCAO.

Michigan Drug Court Grant Program Fiscal Year 2008

Planning Grant Application Checklist

(Please refer to the Purpose Area-Planning Grant
Program Description and Requirements document.)

- _____ **Applicant Summary with required signatures**
- _____ **Program Abstract and Narrative**
- _____ **Budget and Budget Narrative**
- _____ **Assurances with required signatures**
- _____ **Letters of Support**

Implementation/Continuation Grant Application Checklist

(Please refer to the Purpose Area-Implementation/Continuation Grant
Program Description and Requirements document.)

- _____ **Applicant Summary with required signatures**
- _____ **Program Abstract and Narrative**
- _____ **Budget and Budget Narrative**
- _____ **Assurances with required signatures**
- _____ **Copy of most recent Memorandum of
Understanding with required signatures**
- _____ **Copies of service provider contracts**

**State Court Administrative Office
Michigan Drug Court Grant Program**

Fiscal Year 2008 Application

A. Applicant Summary

1. Applicant	SCAO Project Number (SCAO Use Only)
Address	Start Date: 10/01/07 End Date: 09/30/08
	Phone
	FAX
	E-Mail
2. Federal ID Number	3. Project Title
4. Project Contact	Title
Address	Phone
	FAX
	E-Mail
5. Current/Prior Training and Funding for Drug Court Program <input type="checkbox"/> Completed Federal DCPI Training Year Completed _____ <input type="checkbox"/> Currently Registered and Attending the Federal DCPI Training Projected Completion Date _____ <input type="checkbox"/> Previously applied but not accepted for the Federal DCPI Training Notification Date _____ <input type="checkbox"/> Receiving Federal Implementation Funding <input type="checkbox"/> Receiving Federal Enhancement Funding <input type="checkbox"/> Other Funding Sources (list) _____ _____	6. Type of Drug Court <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile <input type="checkbox"/> DWI <input type="checkbox"/> Family Dependency (Abuse and Neglect)
	7. Application Type/Purpose Areas <input type="checkbox"/> Planning <input type="checkbox"/> Implementation/Continuation
	8. Drug Court Judges _____ _____

Certification

We certify that the project proposed in this application meets applicable requirements of the Michigan Drug Court Grant Program (MDCGP), that all information presented is correct, and that the applicant will comply with the provisions of all applicable state laws. The State Court Administrative Office prohibits the same person from signing as both project director and financial officer and/or authorizing official.

Project Director (Name and Title)	Signature		Date
Address	City	Zip	Phone Fax E-Mail
Financial Officer (Name and Title)	Signature		Date
Address	City	Zip	Phone Fax E-Mail
Authorizing Official (Name and Title)	Signature		Date

C. Jurisdiction

1. City/County (in which project will operate)	2. Population of Geographic Area Served
--	---

D. Grant Request Summary

1. Total Project Costs: (100% of Project Cost)		_____
2. SCAO Request:		_____
3. Other Sources of Drug Court Funding:		
Source: _____	Amount: _____	
Source: _____	Amount: _____	
(Attach additional detail, if necessary, for other sources of funding for drug court.)		

**Michigan Supreme Court
State Court Administrative Office
FY 2008 Michigan Drug Court Grant Program**

BUDGET WORKSHEET INSTRUCTIONS

There is no local match requirement for FY 2008 MDCGP Awards. However, jurisdictions provide significant local resources to support drug courts, and the revised budget should include the amount of cash and in-kind resources that will be contributed to the program.

General Instructions for Completing the Budget Form:

The budget detail worksheets should include a thorough justification for all costs, including the basis for computing these costs. The budget must be complete, reasonable, and directly related to the activities proposed in the application. All budgeted expenditures should be split between available funding sources in the following categories: SCAO Grant Award; Local Cash Contribution; In-Kind Contribution; and All Other Grants and Funding Sources. The source of other funding sources must be identified (e.g., Child Care Fund, BJA Discretionary Grant etc.) The totals on the budget detail worksheets should tie back to the budget summary.

Item A - Personnel: On the budget detail worksheet, list each position by title or name of employee, if available. In the computation column, show the annual salary rate and the percentage of time devoted to the project. These amounts should then be allocated to the funding sources that will be used. The amounts on the personnel total line should tie back to the amounts shown for personnel on the budget summary.

Item B - Fringe Benefits: Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are only for the personnel listed in the budget and only for the percentage of time devoted to the project. On the budget detail worksheet, check the fringe benefits that apply and indicate the composite rate percentage. The amount shown for fringe benefits should be equal to the personnel costs multiplied by the composite rate.

Item C - Contractual: For each contract enter the name of the contractor or consultant, service to be provided, hourly or daily fee (eight hour day), and estimated time on the project. Consultant fees must conform to federal guidelines and cannot exceed \$450 per day or \$56.25 per hour. Contractual services for treatment, case management/monitoring, and drug testing should be included in this section.
NOTE: Fees for evaluation services are not an allowable expense.

Item D – Supplies/Operating: Itemize each supply item and detail the computations (number of items and unit cost per item) for each item listed in this category.

MDCGP: Allowable supply/operating expenses include:

- Drug testing (not to exceed \$10.00 per test)
- Drug testing supplies
- Participant incentives
- Transportation expenses for participants (e.g., bus passes)

- Registration costs for the 2008 MADCP conference (up to three participants can be included under this section)

MDCGP: Disallowable supply/operating expenses include:

- Drug testing confirmations
- Office supplies and equipment (computers, copiers, printers, furniture, paper, pens, folders, binders, ink cartridges, etc.)
- Software (new software, maintenance fees, etc.)
- Indirect and administrative fees
- Gasoline expenses
- Construction or renovation
- Meals/Refreshments (except certain approved ceremonies such as graduation)

Other disallowable expenses for the MDCGP that should NOT be included in the grant award budget:

- Lobbying
- Honorariums
- Memberships
- Attorney Fees for indigent defense or prosecution
- Other costs not directly related to operations of a drug court

Item E – Travel: Only travel for the purposes of transporting drug court participants to services, conducting a home visit, or registrations for the Michigan Association of Drug Court Professionals Conference (maximum of three) are allowable travel expenses. Show the basis of computations. All travel must adhere to the most recent approved Michigan Supreme Court Standardized Travel Rates for the Judicial Branch.

Item F – Total Project Cost by Funding Source: The total should be all costs associated with the drug court program for FY 2008.

Item G – MDCGP Grant Award: The award amount granted by SCAO from the Michigan Drug Court Grant Program.

Item H – Byrne Grant Award: Disregard for now. Once Byrne awards are granted, you will be asked to record your Byrne award in this section.

Item I – Other Grant or Funding Sources: List all other sources of funding that contribute to the operation of your drug court program that include; other grants, foundation funding, endowments, etc. (examples include; BJA Discretionary Grant Program, Juvenile Accountability Block Grant, Child Care Fund, etc.).

Item J – Local Contributions: List all sources of local cash and in-kind contributions that are used to operate your drug court program. It is important to include these funding sources to show the actual operations and costs of the total drug court program.

Court Name: _____ Contract Year: _____

BUDGET SUMMARY

Budget Summary		G	H	I. 1	I. 2	J		K
Budget Category		MDCGP Award SCAO	Byrne Award SCAO or ODCP (underline one)	Other Grant or Funding Sources (Specify)	Other Grant or Funding Sources (Specify)	Contributions		Total Cost
						Cash	In Kind	
A	Personnel	\$	\$	\$	\$	\$	\$	\$
B	Fringe Benefits	\$	\$	\$	\$	\$	\$	\$
C	Contractual	\$	\$	\$	\$	\$	\$	\$
D	Supplies/Operating	\$	\$	\$	\$	\$	\$	\$
E	Travel	\$	\$	\$	\$	\$	\$	\$
F	Total Project Cost (by Funding Source)	\$	\$	\$	\$	\$	\$	\$

Summary of Drug Court Funding		
G	MDCGP Award SCAO	\$
H	Byrne Award = Granted by: SCAO or ODCP (highlight one)	\$
I	Other Grant or Funding Sources (Identify: e.g., Child Care Fund, BJA Discretionary Grant, etc.)	
	1.	\$
	2.	\$
	3.	\$
J	Local Contributions	
	1. Cash	\$
	2. In Kind	\$
		\$
K	Total All Funding Sources	\$

Person Completing Budget (Signature) _____ Date _____

SCAO Finance: Approved By _____ (Signature) _____ Date _____

Print Name _____ Contact Number _____

SCAO Finance: Print Name _____ Contact Number _____

BUDGET NARRATIVE

The budget narrative should justify all costs associated with the proposed project. Use additional pages as needed.

A. Personnel:

B. Fringe Benefits:

C. Contractual:

D. Supplies and Operating:

E. Travel and MADCP Conference:

BUDGET DETAIL WORKSHEET

A. Personnel								
Name/Position	Computation (Hours/Rate)	MDCGP Award SCAO	Byrne Award SCAO-ODCP (underline one)	Other Grant or Funding	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
Personnel Total		\$	\$	\$	\$	\$	\$	\$

B. Fringe Benefits			
<input type="checkbox"/> Employer FICA _____%	<input type="checkbox"/> Retirement _____%	<input type="checkbox"/> Hospital insurance _____%	<input type="checkbox"/> Dental insurance _____%
<input type="checkbox"/> Vision insurance _____%	<input type="checkbox"/> Unemployment insurance _____%	<input type="checkbox"/> Workers' Compensation _____%	<input type="checkbox"/> Life insurance _____%
<input type="checkbox"/> Other _____ %		<input type="checkbox"/> Other _____ %	
Composite Rate _____%			

	MDCGP Award SCAO	Byrne Award SCAO-ODCP (underline one)	Other Grant or Funding	Other Grant or Funding	Contributions		Total
					Cash	In Kind	
Fringe Benefit Total	\$	\$	\$	\$	\$	\$	\$

Total Personnel and Fringe Benefits	\$	\$	\$	\$	\$	\$	\$
--	----	----	----	----	----	----	----

C. Contractual								
Name of Contractor	Unit Cost of Service & # of Units	MDCGP Award SCAO	Byrne Award SCAO-ODCP (underline one)	Other Grant or Funding	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
Contractor	\$	\$	\$	\$	\$		\$	\$
Services to be Provided								
Contractor	\$	\$	\$	\$	\$	\$	\$	\$
Services to be Provided								
Contractor	\$	\$	\$	\$	\$	\$	\$	\$
Services to be Provided								
Contractor	\$	\$	\$	\$	\$	\$	\$	\$
Services to be Provided								
Contractor	\$	\$	\$	\$	\$	\$	\$	\$
Services to be Provided								
Contractor	\$	\$	\$	\$	\$	\$	\$	\$
Services to be Provided								
Contractor	\$	\$	\$	\$	\$	\$	\$	\$
Services to be Provided								
Total Contractual	\$	\$	\$	\$	\$	\$	\$	\$

D. Supplies/Operating								
Item	Unit Cost of Item & # of Units	MDCGP Award SCAO	Byrne Award SCAO-ODCP (underline one)	Other Grant or Funding	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
Total Supplies/Operating	\$	\$	\$	\$	\$	\$	\$	\$

E. Travel (mileage for participant purposes and/or MADCP registration)								
Type of Travel Expense	Computation	MDCGP Award SCAO	Byrne Award SCAO-ODCP (underline one)	Other Grant or Funding	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
Total Travel		\$	\$	\$	\$	\$	\$	\$

ASSURANCES

1. Applicants must provide assurance that there has been and will continue to be appropriate consultation with all affected agencies in planning and implementation of the drug court program. Pursuant to 2004 PA 224, applicants are required to have a memorandum of understanding with each local prosecuting attorney, a representative of the criminal defense bar, and a representative or representatives of community treatment providers, as well as any other parties considered necessary to successful planning and implementation.
2. Applicants must provide assurance that all treatment programs and providers used in the drug court program are licensed and/or accredited by appropriate state government or professional agencies.
3. Applicants must provide assurance of the intention of the jurisdiction to continue the program after funding from the Michigan Drug Court Grant Program (MDCGP) has been exhausted.
4. Applicants must provide assurance that all recipients of funding under this grant program are required to comply with nondiscrimination requirements contained in various federal and state laws. Each applicant court should have a copy of their Equal Employment Opportunity plan on file and available for review by the State Court Administrative Office upon request.
5. Applicants must assure that the applicant and its subgrantees will not use funds from the Michigan Drug Court Grant Program for lobbying and that it will disclose any lobbying activities related to the Michigan Drug Court Grant Program.
6. Recipients of funding under this grant agree that all expenditures, including personnel services, contractual services, and supplies, shall be in accordance with the standard procedures of their court. The grantee's accounting system must maintain a separate fund or account to support expenditures. Recipients of funding agree to maintain accounting records following generally accepted accounting principles for the expenditure of funds for purposes identified in the budget and any budget amendments.
7. State funds may not be used to replace (supplant) funds which have been appropriated for the same purpose.
8. Recipients of funding will assure that the Supreme Court, the State Court Administrative Office, the local government audit division of the Michigan Department of Treasury, the State Auditor General, or any of their duly authorized representatives shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent financial transactions, accounting records, or other fiscal records related to this grant. Such records shall be maintained for a period of five years after completion of the grant project or until all State Court Administrative Office audits are complete for the fiscal period, whichever is later. Recipients shall provide quarterly reports on the funds received and expended by the drug treatment court in the form required by the State Court Administrative Office.

9. Applicants agree to collect and provide program and participant data in the form and manner required by the State Court Administrative Office, and to participate in follow-up and evaluation activities.
10. Applicants receiving awards from SCAO agree to utilize the SCAO Drug Court Case Management Information System to manage drug court cases and report all data to SCAO pursuant to 2004 PA 224, § 1078.
11. Applicants who receive funding from the Michigan Drug Court Grant Program must follow the ten key components of drug courts developed by the National Association of Drug Court Professionals. Additionally, applicants agree to follow all applicable state laws, court rules, and administrative orders pertaining to the operation of drug courts and adjudication of related cases.
12. Applicants agree to participate in State Court Administrative Office required training including the Bureau of Justice Assistance's Drug Court Planning Initiatives (DCPI). Courts that apply to DCPI training, but are not selected, must agree to participate in DCPI training if provided by the State Court Administrative Office during the funding year.
13. All recipients of funding under this grant program will ensure that violent offenders, as outlined in 2004 PA 224 and defined below, will be excluded from the drug court programs.
 - a. "Violent offender" means an individual who meets either of the following criteria:
 - i. Is currently charged with or has pled guilty to, or if a juvenile, is currently alleged to have committed or had admitted responsibility for, an offense involving the death of, or a serious bodily injury to any individual, or the carrying, possessing, or use of a firearm or other dangerous weapon by that individual, whether or not any of these circumstances are an element of the offense, or is criminal sexual conduct of any degree.
 - ii. Has one or more prior convictions for, or if a juvenile has one or more prior findings of responsibility for, a felony involving the use or attempted use of force against another individual with the intent to cause death or serious bodily harm.
14. Applicants agree that if a federal 501(c)3 exists or is developed for drug court purposes, or if the drug court develops a partnership with an existing 501(c)3, that no employee of the court will be directly involved in the operations of the 501(c)3.
15. The State Court Administrative Office may suspend funding in whole or in part or terminate funding for the following reasons:
 - a. Failure to comply substantially with the requirements of the grant program, which includes the submission of financial reports, quarterly data reports, and bi-annual progress reports within the required time periods.

- b. Failure to make satisfactory progress toward the goals or strategies set forth in this application.
 - c. Failure to adhere to the requirements in the grant contract.
 - d. Proposing or implementing substantial plan changes to the extent that the application would not have been selected for funding.
 - e. Filing a false certification in this application or other report or document.
 - f. Other good cause shown.
16. The individuals with express authority to act in the name of the applicant in the positions of project director, financial director, and authorizing official should be the grant signatories. The signatures commit the applicant to the terms and conditions of the grant contract and attest to the accuracy of all information, which has been supplied by the applicant. The project director is responsible for directing the implementation of the drug court grant project. The financial officer is the individual who is fiscally responsible for this project, and is responsible for accountability for the state grant funds. The authorizing official is the individual authorized by the court to enter into this agreement. The State Court Administrative Office prohibits the same individual from signing in more than one capacity.

By signing the assurances form, the applicant court assures that it will comply with the requirements set forth in the grant application in order to receive funding under the Michigan Drug Court Grant Program.

Project Director (Name/Title)

Date: _____

Project Director (Signature)

Financial Officer (Name/Title)

Date: _____

Financial Officer (Signature)

Authorizing Official (Name/Title)

Date: _____

Authorizing Official (Signature)